

Project AIM Facilitator Handbook Key

This key provides a description of the icons used in the Facilitator Handbook. The icons are used in the handbook in order to help facilitators to deliver the session. Please remember that the Facilitator Handbook is divided into 4 parts and 12 sessions. Each session has a cover sheet and activities that follow. The first part of the key describes what facilitator's will see in the 4 parts and the second part of the key describes what facilitator's will see in the 12 sessions.

4 Parts in the Facilitator Handbook

Part Two

There are **4 parts** in the Facilitator Handbook. The Parts contain sessions that are similar in 1) delivery tone, 2) type of pre/post session tasks, and 3) group interaction style.

overall objectives

Overall Objective (black bar) lists the main objectives of the sessions together in a given Part. These are the most important expectations of facilitators as they deliver these sessions to the adolescents.

overview

Overview describes the intent of the sessions within each Part. It also gives guidance of Facilitator Style and the pre/post session tasks required of the facilitators. It is important to read these sections as they help facilitators effectively deliver sessions.

Session Cover Sheets

Session Two

Looking Ahead to My Future

Session number and title are listed here

CORE ELEMENTS covered

The **Core Elements** section lists which of the content core elements are in the session.

Pre-Session Preparation

Pre-Session Preparation serve as reminders in preparing for delivery of a session. It lists specific actions or materials needed before the session is presented.

Post-Session Tasks

Post-Session Tasks guides the facilitator to specific tasks that must be done after the session. Some tasks may be more time-consuming; therefore facilitators should allow plenty of time to complete them before the delivery of the next session.

purpose

Purpose lists the accomplishments that adolescents should achieve during a given session.

overview of activities

Overview lists the different activities within each session and the time allotted for each activity.

helpful hints

Helpful Hints gives important points to achieve a successful and productive session. Hints help the facilitator deliver activities in ways that address both the core elements and the “tone” of the activity.

materials

Materials lists all the items that are needed by the facilitator and adolescents for the session.

Session Activities



2. practices for self-confidence

20 minutes

Title of activity and **Time allotted** is stated in bar at the top of the page

helpful hints for facilitators

Helpful hints for facilitators gives important points to assist facilitators in understanding the purpose of the activity, and how to successfully deliver it.



Poster icon indicates facilitator materials are needed for a given activity and when to distribute materials.



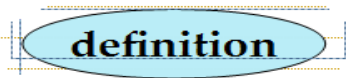
Book icon indicates adolescent materials needed for a given activity and when workbooks need to be distributed.

step by step

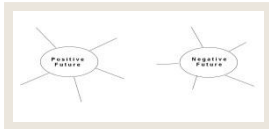
Step by Step Bar indicates the order of steps followed by the facilitator in presenting the activities to the adolescents.

A lot of people think that self-confidence is something you

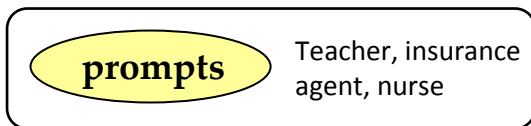
Script Box is a shaded and outlined box that highlights the script the facilitators must read to the adolescents.



This **oval** indicates a **definition** of an important concept facilitators must **read** to the adolescents.



A **shaded box icon** indicates a **worksheet** to serve facilitators as a visual aid in the explanation of a concept.



Teacher, insurance agent, nurse

This **oval prompts icon located in a black outlined script box**, indicates additional ideas to engage adolescents in discussion.



This **oval** indicates when facilitators should conduct individual **interviews** with adolescents.



The **transition** bar indicates the ending of an activity and the beginning of a new one.



The **closing** bar indicates the closure of a session

Typed notes in Italics
not

Notes for facilitators are italicized throughout the session. These notes do need to be read out loud as they are only for the facilitators.



This **oval** indicates **tasks** for adolescents to complete between sessions.